

## **CITY OF NEWBERG POSITION DESCRIPTION**

<b>Class Title:</b>	Assistant Planner	<b>Range:</b>	145
<b>Department:</b>	Community Development	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Planning	<b>Date:</b>	July 2016

### **GENERAL PURPOSE**

Performs a variety of professional routine and complex work in City planning, including current and long range planning, developing land use ordinances and comprehensive plans, review of development proposals, implementation of land use and related policies and regulations, and economic development activities.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community Development Director and may receive direction from the Senior Planner.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in a variety of comprehensive planning projects, such as population and housing studies, periodic review, urban growth boundary reviews, transportation and public facility plans, and natural resource plans.

Conducts assigned research, gathers, interprets, and prepares data for studies, reports and recommendations.

Prepares proposals for amendments to land use ordinances and comprehensive plans.

Coordinates department activities with other departments and agencies as needed.

Assists City staff on a variety of economic development projects.

Assists in the implementation of growth management, land use, economic development, utility, housing, transportation, public facilities or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Evaluates land use applications and site plans for compliance with applicable local, state or Federal laws. Acts as project lead for assigned land use applications through the approval process, prepares reports and related data as required and conducts inspections.

Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Provides staff support to the Planning Commission and various other commissions and committees as needed and assigned. Prepares planning reports and supporting data, including recommendations on various land use proposals and makes presentations to City Council.

Assists in obtaining and administering grants for planning and economic development projects.

Assists City staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Assists in maintaining databases of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

### **PERIPHERAL DUTIES**

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists other planning staff members as needed.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Considerable knowledge of planning programs and processes.
- Skill in the operation of the listed tools and equipment.
- Ability to use personal computers and software, including word processing, spreadsheets, databases, and graphics programs.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Ability to establish effective working relationships.

## **MINIMUM QUALIFICATIONS**

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, public administration, or a closely related field and one year of work experience; or,
- Master's degree in land use planning, urban planning, landscape architecture, public administration, or a closely related field.

Equivalent combination of education and experience will be considered.

## **SPECIAL REQUIREMENTS**

Possession of, or ability to obtain a valid driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and databases; motor vehicle; calculator; phone; copy and fax machine; engineering scales.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Revision History: December 2003, June 2006,